



SERVING THE CITIES OF
ROMULUS AND BELLEVILLE
AND THE TOWNSHIPS OF
HURON, SUMPTER, AND
VAN BUREN

34th Judicial District Court

11131 S. WAYNE ROAD
ROMULUS, MICHIGAN 48174
PHONE: 734-941-4462



TINA BROOKS GREEN
BRIAN A. OAKLEY
DAVID M. PARROTT
DISTRICT JUDGE

JOB POSTING

POSITION: Deputy Court Clerk (Union position)

DATE POSTED: May 1st, 2016- June 15th, 2016

SALARY RANGE: Salary \$27,600

Step increases provided based on years of service

Additional benefits to be discussed upon hire

JOB DESCRIPTION: Under the direct supervision of the Court Administrator, to perform a variety of functions that supports all operations of the court. This position requires various work abilities within the Criminal/Traffic department. Some responsibilities may include, but not limited to; case entry, disposition, cashiering, filing, answer telephone calls/questions. A Deputy Clerk will be required to become certified as a LEIN operator with annual testing. All applicants will be subject to a Criminal Background Investigation.

EXPERIENCE: To qualify for the position, applicants must have prior experience with general office skills including Microsoft programs and accurate typing abilities. Must also be able to operate basic office equipment, such as a computer, telephone and copier/scanner.

EDUCATION: Minimum high school diploma.

APPLICATIONS: To be submitted directly to the Court Administrator, Alan Hindman; in person or via mail to: 11131 Wayne Rd. Romulus, MI 48174.